

## 7.0 REPORTING

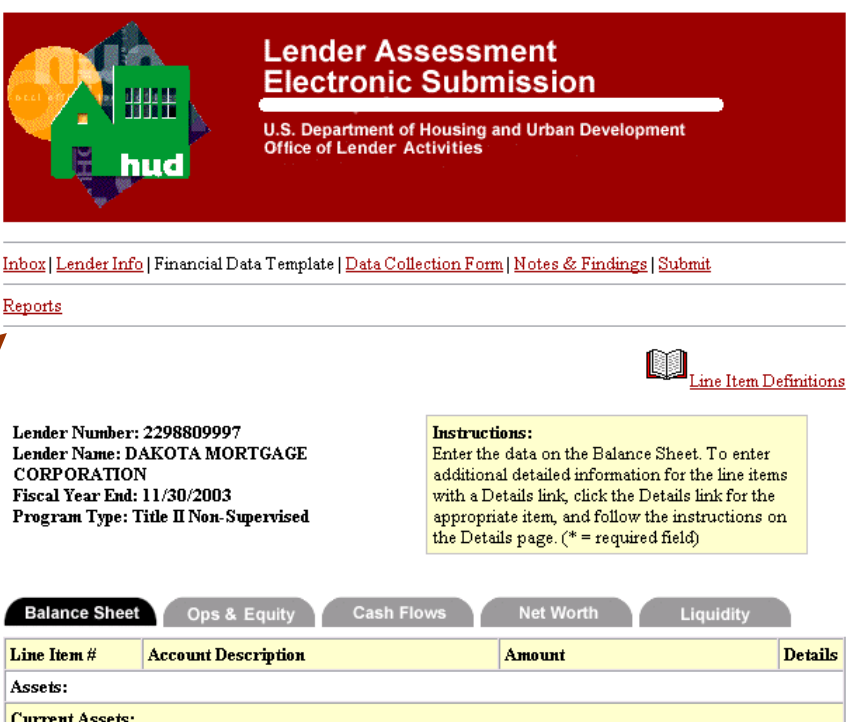
The Report Selection page allows users to generate reports in LASS once a draft submission is created. The following reports are available to the user:

- Top-Level Financial Statements
- Financial Data Template Reports
- Auditor Procedures Report
- Lender History Report
- Lender Deficiency Report

**Step 1:** After logging into LASS, click on the status link for the submission.

**Note:** For detailed instructions on how to login to LASS, refer to *Section 2.0 Logging into LASS* of this User's Manual.

**Step 2:** Click on the 'Reports' link at either the top or bottom of the page. See below.



**Lender Assessment Electronic Submission**  
U.S. Department of Housing and Urban Development  
Office of Lender Activities

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Lender Number: 2298809997  
Lender Name: DAKOTA MORTGAGE CORPORATION  
Fiscal Year End: 11/30/2003  
Program Type: Title II Non-Supervised


**Instructions:**  
Enter the data on the Balance Sheet. To enter additional detailed information for the line items with a Details link, click the Details link for the appropriate item, and follow the instructions on the Details page. (\* = required field)

**Balance Sheet** | Ops & Equity | Cash Flows | Net Worth | Liquidity

Line Item #	Account Description	Amount	Details
Assets:			
Current Assets:			

**Step 3:** After clicking on the 'Reports' link, the report selection screen will display. See below.

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## Lender Assessment Electronic Submission

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Reports

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Click the type of report you want displayed.

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[Top-Level Financial Statement Reports](#)  
[Financial Data Template Reports](#)  
[Auditor Procedures Report](#)  
[Lender History Report](#)  
[Lender Deficiency Report](#)

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**Step 4:** Click on the 'Top-Level Financial Statements' link.

**Description:** The Top-Level Financial Statement Reports include a summary of the Balance Sheet, Operations & Equity, Cash Flows and Net Worth line items.

*Note: The user may access the Top-Level Financial Statement only after the submission has been submitted to the IPA for review (IPA Review). If the IPA does not agree with the submission data (IPA Disagree), this report will not be accessible. In addition, the Top-Level Financial Statements will not be accessible for a Rejected submission.*

**Step 5:** The report will display in a separate window. A snapshot of what a portion on the report will display is below.

**ANY LOAN CORPORATION  
BALANCE SHEET  
December 2001**

*Assets*

**Current Assets:**

Cash and Cash Equivalents	\$0
Accounts Receivable, Net of Allowance for Doubtful Accounts	\$0
Marketable Securities	\$0
Loans Held for Sale, at lower of cost or market	\$0
Other Current Assets	<u>\$190</u>
<b>Total Current Assets</b>	<b>\$190</b>

**Non-Current Assets:**

Property, Equipment and Leasehold Improvements, Net of Accumulated Depreciation	\$6
Net Mortgage Servicing Rights	\$0
Real Estate Owned, at Net realizable value	\$0
Loans Held for Investment	\$0
Other Non-Current Assets	<u>\$455</u>
<b>Total Non-Current Assets</b>	<b><u>\$461</u></b>
<b>Total Assets</b>	<b><u>\$651</u></b>

**Note:** To print the report, click on 'File' in the browser window and select 'Print'.

**Step 6:** When finished reviewing the Top-Level Financial Statement Reports, click the "X" at the top of the screen to close the browser in which the report displayed.

**Step 7:** Go back to the initial browser where the Report Selection page is displayed.

**Step 8:** Click on the 'Financial Data Template Reports' link.

**Description:** The Financial Data Template Reports summarize all of the line items from the Balance Sheet, Operations & Equity, Cash Flows and Net Worth on one page.

*Note: The user may access the Financial Data Template Reports after the submission is submitted to the IPA for review (IPA Review). If the IPA does not agree with the submission data (IPA Disagree), this report will not be accessible. The Financial Data Template Reports will not be accessible for a Rejected submission.*

**Step 9:** The report will display. A snapshot of what a portion on the report will look like is below.



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ANY LOAN INC.  
FINANCIAL DATA TEMPLATE REPORTS  
December 2002

**Balance Sheet**

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT
<b>Assets:</b>		
<b>Current Assets:</b>		
111	Cash and Cash Equivalents	\$28,209
121	Accounts Receivable, Net of Allowance for Doubtful Accounts	\$26,995,207
131	Securities	\$3
132	Securities Available for Sale	\$80,004
133	Trading Account Securities	\$22
134	Loans Held for Sale, at lower of cost or marked	\$6
135	Other Current Assets	\$190
135-010	a	\$36
135-020	b	\$37
135-030	c	\$38
135-040	d	\$39
135-050	e	\$40
150	Total Current Assets	\$27,103,641
<b>Non-Current Assets:</b>		
	Property Equipment	

LINE ITEM #	ACCOUNT DESCRIPTION	AMOUNT
<b>Liabilities:</b>		
<b>Current Liabilities:</b>		
311	Accounts Payable and Accrued Expense	\$80,022
312	Warehouse Line of Credit, UPB	\$22
313	Interest Payable	\$23
314	Estimated Future Loss Liabilities:	\$24
315	Other Current Liabilities	\$265
315-010	p	\$51
315-020	q	\$52
315-030	r	\$53
315-040	s	\$54
315-050	t	\$55
310	Total Current Liabilities	\$80,356
<b>Non-Current Liabilities:</b>		
321	FAS 133 Derivatives	\$340
322	Other Non-Current Liabilities	\$290
322-010	u	\$56
322-020	v	\$77

**Note:** To print the Financial Data Template Reports, click on 'File' in the browser menu bar and select 'Print'

**Step 10:** Click the 'Back to Report Selection' link at the top of the page.

**Step 11:** Click on the 'Auditor Procedures' report from the report selection screen.

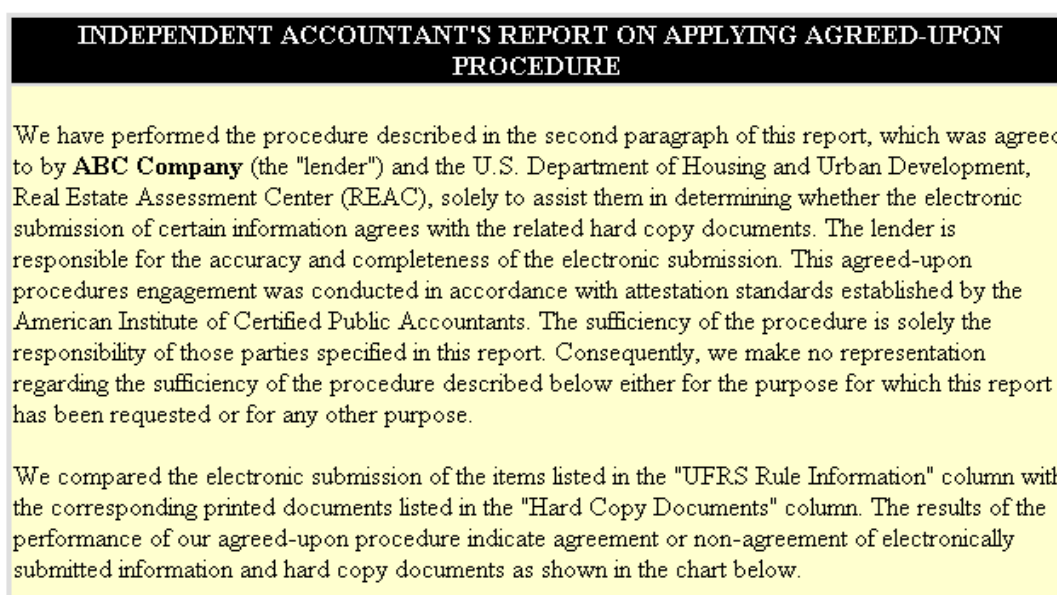
**Description:** The Auditor Procedures Report provides the lender and auditor with the last set of completed Agreed Upon Procedures. The report highlights whether the auditor agreed or disagreed with the Agreed Upon Procedures for a given submission. This report also allows the auditor to maintain a record of all Agreed Upon Procedures that they complete.

**Note:** The user may only access the Auditor Procedures Report after the IPA agrees (IPA Agree) or disagrees (IPA Disagree) with the submission data.

**Step 12:** The Auditor Procedure Report displays. A portion of the report will look like the following:



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**Note:** To print the Auditor Procedures Report, click on 'File' in the browser menu bar and select 'Print'

**Step 13:** Click on the 'Back to Report Selection' link at the top of the page.

**Step 14:** Click on the 'Lender History Report' link from the report selection page.

**Description:** The Lender History Report provides lenders and auditors with a detailed timeline of the lender's submission and the HUD review process. The report provides lenders and auditors with specific submission statuses and the date of each status throughout the submission and review process.

**Note:** The lender may access the Lender History Report at all times.

**Step 15:** The Lender History Report displays. The report will resemble the following: (See below)



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### Lender History Report for ABC Company

Status	Date	Program Type
Extension Request Submitted	01/08/01	Title I Non-Supervised
Denied Extension Request	01/12/01	Title I Non-Supervised
Draft Submission	01/13/01	Title I Non-Supervised
IPA Review	01/21/01	Title I Non-Supervised
IPA Agree	01/30/01	Title I Non-Supervised
Submission in Review	02/01/01	Title I Non-Supervised
Deficient	02/15/01	Title I Non-Supervised
Draft Cure	02/23/01	Title I Non-Supervised
Cure in Review	02/26/01	Title I Non-Supervised
Cure Accepted	03/04/01	Title I Non-Supervised
Submission Complete	03/04/01	Title I Non-Supervised

**Note:** To print the Lender History Report, click on 'File' in the browser menu bar and select 'Print'

**Step 16:** Click on the 'Back to Report Selection' link to return to the list of available reports.

**Step 17:** Click on the Lender Deficiency Report link.

**Description:** The Lender Deficiency Report will display all flags that have been generated on the lender's submission along with the comments entered by HUD reviewers for each flag.

**Note:** The user may access the report only after HUD has reviewed the submission.

**Step 18:** The Lender Deficiency Report will be displayed. The report will resemble the following: (See below)



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### Lender Deficiency Report for ABC Mortgage

Deficiency Reasons	Reviewer's Comments
Financial Statements use basis other than GAAP	No comments were entered

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**Step 19:** Click on the 'Back to Report Selection' link to return to the list of available reports.